

**In the version of the new announcement  
for the Bachelor and Master Programmes  
of the University of Applied Sciences and Arts Dortmund (Fachhochschule Dortmund)**

**As of 16th July, 2015**

Whilst every effort has been made to ensure the above information is an accurate translation of the General Examination Regulations for the Bachelor and Master Programmes of the University of Applied Sciences and Arts Dortmund (Fachhochschule Dortmund) - Official Notes – Public Announcement, Volume 36, no. 70, 16.07.2015 - the Fachhochschule Dortmund accepts no legal liability for its contents and reserves the right to make alterations and amendments if and when required.

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In accordance with § 2 subsection 4 clause 1 and § 22 subsection 1 no. 3 of the „Gesetz über die Hochschulen des Landes Nordrhein-Westfalen“ (North-Rhine Westfalian University Act, abbreviated: HG) of 31<sup>st</sup> October 2006 (Law and Ordinance Gazette NRW. p. 474), last amended by article 6 of the Act dated 28th May 2013 (Law and Ordinance Gazette NRW. p. 272), the University of Applied Sciences and Arts Dortmund (Fachhochschule Dortmund), has issued the following General Examination Regulations:

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## I. General Regulations

### § 1

#### **Scope of application of the General Examination Regulations, Course Programme Examination Regulations**

- (1) These General Examination Regulations apply to the Bachelor and Master Course Programmes of the University of Applied Sciences and Arts Dortmund (Fachhochschule Dortmund).
- (2) For the individual course programmes, Programme Examination Regulations shall be adopted in compliance with these General Examination Regulations. In particular, these shall govern, according to § 64 subsection 2 HG NRW:
  1. the degree to be awarded,
  2. the normal course duration according to § 61 HG NRW and the dates for starting the respective course programme,
  3. the special entry requirements,
  4. the number of modules,
  5. the contents, the qualification objectives, the teaching methods, the requirements for attendance, the workload and the duration of examinations of the modules,
  6. the requirements of the semesters abroad, practical semesters or other work experience study phases integrated in this course programme,
  7. form, number, type, and scope of examinations and the requirements for participation in examinations,
  8. the progress of studies as represented in a course schedule enclosed with the respective examination regulations.
- (3) The Programme Examination Regulations specify the rules of these General Examination Regulations. They can establish complementary or alternative rules provided that these do not contradict the General Examination Regulations.
- (4) Should new Programme Examination Regulations of the course programme be passed, the previous Programme Examination Regulations shall continue to apply for any students already enrolled. They shall expire no earlier than three semesters after the normal course duration of the first-year students last enrolled in the course programme has ended.
- (5) For degree programmes undertaken in cooperation with other universities or as part of dual tertiary education or as part of a franchising scheme according to § 66 sub. 6 HG (German Higher Education Act) the provisions of these general examination regulations shall apply unless deviating regulations are required due to the cooperation.

### § 2

#### **Objective of the course programme, bachelor's and master's degree**

- (1) Teaching and studies impart the required subject-specific knowledge, skills and methods of the respective course programme to the students, taking into account the requirements and changes in the professional world as well as cross-disciplinary aspects, so that students are enabled to perform scientific or academic, or artistic or design work, to apply scientific or academic findings and methods in professional practice, to critically assess scientific or academic findings and to act responsibly.
- (2) The bachelor examination represents the first degree in the course of studies qualifying for a job. With passing the master examination, another qualifying university degree is

obtained.

- (3) The bachelor and the master examination comprise the module examinations during the course of studies, possible semesters abroad and / or practical semesters, and a final thesis as well as a colloquy, which completes the examinations.
- (4) The university awards a bachelor's or a master's degree based on the bachelor or master examination according to subsection 3.

### **§ 3**

#### **Modular structure and credit point system**

- (1) The course programme is organized in modules. Modules summarize fields of teaching and studies into thematically coordinated, self-contained units carrying credit points. They serve the acquisition of competences in the course of studies and define what students should be able to know, understand and / or demonstrate after completing the module. Modules usually comprise several classes whose subjects and timing are coordinated with each other. The modules usually span one semester, in exceptional cases two semesters. The modules including the number of hours and their distribution across the semesters are defined in the course schedule which shall have to be enclosed with the Programme Examination Regulations. The contents and description of the modules as well as the associated classes result from the applicable module handbook of the individual course programmes. The module handbooks shall be updated in case of any changes and be published on the internet. The faculties are responsible for the documentation and archiving of the versions of the respective module handbook.
- (2) Programme Examination Regulations can subdivide the modules into compulsory and compulsory elective modules. Compulsory modules are necessary components of the bachelor or master examinations and can, in contrast to compulsory elective modules, which allow for a selection of modules from a given catalogue, not be substituted by other modules.
- (3) In general, modules are completed with only one graded examination covering the entire module. If this examination is passed, credit points will be awarded. The benchmarks for allocating the credit points correspond to the ECTS (European Credit Transfer and Accumulation System). Upon successful completion of the examination the corresponding credit points are credited and reported separately from the examination results achieved. In full-time course programmes, the acquisition of 60 credit points is intended per academic year, usually 30 credit points per semester. The number of credit points is measured according to the workload for the respective examination. The workload comprises the attendance of classes (lectures, tutorials, seminars, work placement etc.), preparation and follow-up work for these as well as preparation for the examination and the participation in the examinations, possibly the practical semester and the bachelor or master thesis.

### **§ 4**

#### **Entry requirements**

- (1) Having obtained the entry qualification for studying at a university for applied sciences and arts or a previous education which is considered at least equivalent is required before commencing a bachelor course programme. For the admission of vocationally qualified applicants who have not obtained the entry qualification for studying at a university for applied sciences and arts, the "Regulations for the admission of

vocationally qualified applicants” of the University of Applied Sciences and Arts Dortmund (Fachhochschule Dortmund), shall apply.

- (2) In addition, the respective Programme Examination Requirements of a Bachelor Programme may demand records of practical work not exceeding three months (work placement) and / or records of course programme-related previous education and / or design-related/artistic or other aptitude. As a rule, at least half of a required work placement period shall have to be completed before commencing studies and proven upon enrolment. The missing time of the work placement usually shall have to be proven by the end of the third subject-related semester. The duration of this practical work does not count towards the normal course duration. Relevant, proven educational and professional activities are taken into consideration with regard to the work placement.
- (3) Applicants for German-language degree programmes who have not obtained their study qualification at a German-speaking institution will have to meet the requirements for admission and provide evidence of the required skills in the German language according to the provisions of the regulation on the admission of foreign and stateless applicants to the University of Applied Sciences and Arts Dortmund (Fachhochschule Dortmund). For foreign students admitted to a course of study under the terms of cooperation agreements with partner universities a corresponding certificate of the partner university is considered proof. Details of clause 1 and 2 are laid down in the degree programme’s examination regulations.
- (4) The prerequisite for commencing a master programme is that students can provide proof of a first suitable university degree qualifying for professional life comprising a minimum of 180 ECTS. The respective Master Examination Regulations may define further entry requirements.

## **§ 5**

### **Student Advisory Services**

- (1) General student advisory services are provided by the University of Applied Sciences and Arts. It comprises matters of aptitude to study as well as in particular information on studying options, content of studies, structure of studies and study requirements. In situations of study-related, personal difficulties it also comprises psychological counselling.
- (2) Programme-related student advisory services are the responsibility of the university department. They support the students in particular in matters of organizing their studies and studying techniques.
- (3) Using the student advisory services is in particular recommended
  - at the beginning of studies;
  - when changing the course programme or the university;
  - when examinations have been failed;
  - when studies are interrupted;
  - before dropping out of university.

## **§ 6**

### **Examination board**

- (1) The respective examination board is responsible for the organization of the examinations and any further tasks assigned by these General Examination Regulations or any Programme Examination Regulations. The responsibility of the dean according to § 27 sub. 1 clause 2 HG shall remain unaffected. The examination board

is an examination body of the University of Applied Sciences and Arts Dortmund (Fachhochschule Dortmund). The examination board may establish its own rules of procedure.

As a rule, the examination board comprises

1. a professor acting as the chairperson;
2. a professor acting as his / her deputy;
3. one to two further persons from the circle of professors;
4. a member of the group of academic staff (§ 11 sub. 1 no. 2 HG);
5. two students.

The Programme Examination Regulations may rule a different setup, with the professors having to continue to represent the majority.

The members of the examination board are elected by the faculty council of the respective faculty. For cross-faculty and cooperative course programmes special rules shall have to be established in the respective Programme Examination Regulations on how the examination board shall be constituted involving all affected faculties. Deputies shall be elected for the members of the examination board mentioned under clause 4 nos. 3 to 5.

The term of office of the members of the election board according to clause 4 nos. 1 to 4 and their deputies shall be two years, the term of office of the student members and their deputies shall be one year. Re-election shall be permissible. Members and deputies have to belong to the respective faculty. If a new member has not been appointed when the term of office ends, the previous member continues to exercise their function.

- (2) The examination board takes care that the provisions of the examination regulations are observed and ensures that examinations are held in a due and orderly manner. It is in particular responsible for the decision on objections against decisions made in examination procedures.

The examination board reports to the faculty council on its own initiative or on request.

The examination board can assign its duties for all standard matters to the chairperson of the examination board; this does not apply to decisions on objections and the report to the faculty. Duties shall also not be assigned if the course programme in question is a cooperative course programme.

- (3) A quorum of at least three persons of those stated under subsection 1 clause 5 nos. 1 to 3 and of at least two persons of those stated under subsection 1 clause 5 nos. 4 and 5 is required for the purpose of making decisions. The examination board shall decide by simple majority vote. In the event of a tie, the chairperson shall cast a deciding vote. If the chairperson does not attend the meeting, the deputy chairperson shall cast a deciding vote in the event of a tie. The student members of the examination board shall not participate in deliberations and decisions in matters affecting their own examination.
- (4) The members of the examination board are entitled to be present when examinations are held, with the exception of student members who have to undergo the same examination within the same examination period.
- (5) The meetings of the examination board are non-public. The members of the examination board and their deputies are subject to official secrecy. If they are not public service employees, the chairperson shall have to ensure that they are sworn to maintain confidentiality. Following invitation, examination board chairpersons of other examination boards of the University of Applied Sciences and Arts Dortmund

(Fachhochschule Dortmund), may attend the meetings as guests without the right to vote during individual items of the agenda. The same shall apply to members of employees of the Office for Student Affairs.

- (6) The candidate shall be informed immediately and in written form of any decisions of the examination board or its chairperson which are detrimental to the candidate. Any such decisions shall have to be justified and accompanied by information about the candidate's statutory rights. The candidate shall beforehand be given the opportunity to comment on any facts which are significant for the decision unless this has already happened in a reasoned submission. § 2 sub. 3 no. 3 of the Administrative Procedure Act (Verwaltungsverfahrensgesetz, VwVfG) of the State of North-Rhine Westfalia, in particular on the exception from the obligation to be heard and to state reasons in the assessment of a scientific, academic or artistic nature, shall remain unaffected.

## **§ 7**

### **Examiners, observers**

- (1) For the conduct of the examination, examiners and observers are appointed by the examination board. The appointment as examiner shall be restricted to anyone
1. who themselves has obtained the qualification to be ascertained by the examination or a comparable qualification
  2. who has performed relevant, independent teaching activities in the section of studies the examination relates to unless there are any compelling reasons for a deviation.

In the event that several examiners have to be appointed, at least one examiner shall have to have taught in the corresponding module. Clause 2 no. 1 shall apply correspondingly for observers (competent observers). As a rule, at least one examiner or one observer is a full-time teacher in any of the faculties involved in the course programme. In exceptional cases, deviations from the last-mentioned requirement shall be permissible. The examiners shall not be bound by official directives in their function as examiners.

- (2) The examination board ensures that the examination duties are assigned as evenly as possible to the examiners. The interests of persons with a duty of care shall also have to be taken into account.
- (3) § 6 subsection 5 clause 2 and 3 shall apply accordingly to the examiners and the observers.
- (4) The chairperson of the examination board ensures that the candidate is notified of the examiners' names in time. As a rule, candidate should be notified at least two weeks before the examination or upon handing out the bachelor or master thesis. The notification is made in writing or by electronic display.

## **§ 8**

### **Transfer of credits and recognition of examination results**

- (1) Examination results obtained in degree programmes at other state-run or state-approved universities, at state-run or state-approved universities of cooperative education (Berufsakademien) or in degree programmes at foreign state-run or state-approved universities will be recognised upon application if there is no significant difference to the results to be replaced regarding the competences acquired. The same shall apply regarding final degrees with which degree programmes have been completed as defined by clause 1. Clause 1 and 2 shall apply accordingly for changes

between degree programmes of the University of Applied Sciences and Arts Dortmund (Fachhochschule Dortmund). Failed attempts shall not be taken into account for changes of degree programmes according to clauses 1 to 3. However, this does not apply for changes between degree programmes of the University of Applied Sciences and Arts Dortmund (Fachhochschule Dortmund) whose curricula only differ by a practical semester or a semester abroad. In these cases failed attempts as well as results already obtained will be recognised ex officio.

- (2) It is the responsibility of the applicant to provide the required information about the results to be recognised within the first semester after enrolment or a change of the degree programme within the university, within one semester after obtaining the examination result at another German university or within one semester after returning from abroad. However, a recognition is already forfeited if the student has sat the exam in a module for which a recognition of the examination result would be possible.
- (3) The examination board responsible for the respective degree programme bears the burden of proof that an application as defined by sub. 1 does not meet the requirements for recognition. Before ascertainment the responsible faculty representatives shall be heard. Clauses 1 and 2 shall also apply accordingly for the ascertainment according to sub. 6 and 7.
- (4) Decisions on applications as defined by sub. 1 shall be made within an appropriate period of time which as a rule should not exceed six weeks.
- (5) If the desired recognition based on an application as defined by sub. 1 is denied, the applicant may apply for a review of the decision by the rector's office; the rector's office shall give the examination board responsible for the recognition a recommendation for any further handling of the application.
- (6) Applicants for a university place who are entitled to start studies in a higher semester based on a classification test according to § 49 sub. 12 HG will be credited ex officio with the skills and qualifications ascertained in the classification test.
- (7) Upon application other skills and qualifications will be recognised based on documents provided if these skills and qualifications are equivalent in content and standard to the examination results they are intended to replace. Such skills and qualifications can be recognised by up to a half of the credit points provided for the respective degree programme; the responsibility lies with the examination board of the respective degree programme.
- (8) If examination results are recognized the grades – as far as the grade systems are comparable – have to be adopted and taken into account in the calculation of the overall grade. If pieces of work at another university and/or another degree programme were rate as “passed”, this rating will not be replaced by a grade. The recognition will be marked in the certificate.
- (9) Credit points and examination results amounting to a substantial extent of at least 20 % of the required ECTS of the entire course programme as well as the final thesis with colloquy shall have to be obtained at the University of Applied Sciences and Arts Dortmund (Fachhochschule Dortmund); a transfer or recognition shall be excluded in this case.

## **§ 9**

### **Assessment of examinations**

- (1) The examinations have to be assessed and ascertained in a differentiated manner by the respective examiner. They can alternatively be assessed as “passed” or

“failed” if this is provided in the Programme Examination Regulations.

- (2) The following grades shall be used for the assessment of examinations:

Mark	Assessment	Explanation
1	very good	an outstanding performance
2	good	a performance which significantly exceeds average standards
3	satisfactory	a performance which meets average standards
4	sufficient	a performance which still meets the standard despite its deficiencies
5	inadequate	a performance which does no longer meet the standard due to considerable deficiencies

For a further differentiation of the assessment, grade markings increased or decreased by 0.3 can be assigned. The grades “0.7”, “4.3”, “4.7”, and “5.3” are excluded.

- (3) If several examiners are appointed for one examination, they shall assess the examination together unless special provisions regulate this otherwise. If the assessment is not consistent, the grade results from the arithmetic average of the individual assessments.

- (4) If a grade is calculated from the weighted average of weighted or unweighted individual grades, only the first decimal is relevant for the determination of the average for the result; all other decimals will be disregarded without rounding. The assessment of the grade thus determined is as follows:

up to	1.5	“very good”
above	1.5 to 2.5	“good”
above	2.5 to 3.5	“satisfactory”
above	3.5 to 4.0	“sufficient”
above	4.0	“inadequate”

## **§ 10**

### **Retaking examinations, compensation**

- (1) The bachelor or master examination may be retaken in those parts in which it has not been passed or is not considered to have been passed. Retaking passed parts of the bachelor or master examination is inadmissible.
- (2) Module examinations may be retaken twice. If a module examination consists of several partial examinations, the partial examinations which were not passed may be retaken twice. The examination regulations of the respective degree program may provide for a higher number of examination attempts (see § 21 sub. 1 number 2). If the module examination in a module consists of assignments during the course of the semester and an examination completing the semester in accordance with § 20 sub. 5, assignments already executed in this module during the course of the semester are rendered invalid if the examination completing the semester is failed. In cases where the partial competences acquired after performing the assignments during the course of the semester are neither included in the examination completing the module, nor offered during the following semester, the results of the assignments during the course of the semester remain valid, if the examination completing the semester is retaken by the end of the following semester at the latest. The Examination Board of the Faculty rules in these matters (cf. § 20 sub. 2 clause 3).
- (3) The bachelor and master thesis and the associated colloquy may each be repeated once.

- (4) If a module examination in a compulsory elective module is definitely graded “inadequate” (5.0) or “failed”, this may be compensated by passing another module examination. The Programme Examination Regulations may provide further compensation options.
- (5) If the candidate can definitively not be admitted to a scheduled examination or if he or she did not pass a scheduled examination in the final attempt, taking into account subsection 3, the student is ex-matriculated.

## **§ 11**

### **Absence, withdrawal, fraudulent behavior, breach of regulations**

- (1) An examination is considered as being graded “inadequate” (5.0), if the candidate
  - a) fails to turn up for the examination without good reason, or
  - b) without good reason withdraws from the examination after it has started, or
  - c) fails to complete a written examination within the given time limit.
 Clause 1 letter a) is not applied if the candidate gives due notice of his or her withdrawal. The Programme Examination Regulations may provide deviating provisions for clause 1 letter a).
- (2) The reasons for the withdrawal or failure to attend must be submitted to the examination board in writing without delay, i.e. within one week after the respective date of the examination, and must be plausible. In the case of illness, a doctor's certificate according to § 63 sub. 7 HG (German Higher Education Act) must be presented, attesting the inability to participate in the examination. Clauses 1 and 2 shall also apply if the candidate is prevented from attending the respective examination due to unavoidable events relating to his or her care of duty (acute illness of his or her own child or care for a relative as defined by § 21 sub. 1 number 1 clause 3 second half of the sentence). The Office for Student Affairs is responsible for receiving any such certificates. The decision of the examination board will be communicated to the candidate electronically via the “Online Services for Students – Registration for Examinations and Withdrawals” used by the University of Applied Sciences and Arts Dortmund (Fachhochschule Dortmund), or in writing.
- (3) If the student tries to influence the result of his or her examination by fraudulent behaviour, the respective examination is graded “inadequate” (5.0). The attempt to deceive shall have to be recorded by the respective examiners or invigilators. In case of a grave attempt at deception or of a repeated violation according to clause 1, the examination board may exclude the candidate from attending further examinations or submitting further study achievements.
- (4) In addition, regulatory offence procedures under § 63 sub. 5 HG may be initiated. An exception may be made in case of minor infringements. The regulatory offence may be penalised with a fine according to § 63 sub. 5 HG. In case of repeated or other severe attempts at deception, the candidate may be ex-matriculated. The responsible authority for prosecuting and penalising regulatory offences is the Chancellor of the University of Applied Sciences and Arts Dortmund (Fachhochschule Dortmund).
- (5) A candidate disrupting the orderly course of an examination may be excluded from continuing the examination by the respective examiner or invigilator, as a rule after being cautioned. In this case, the examination is graded “inadequate” (5.0). The reasons for the exclusion shall have to be recorded.
- (6) The candidate may apply in writing for the examination board to review any decisions according to subsection 3 clause 1 and subsection 5 clause 1 within 14 days after the

respective date of the examination. The candidate shall be informed immediately and in written form of any decisions of the examination board or its chairperson which are detrimental to the candidate. Any such decisions shall have to be justified and accompanied by information about the candidate's statutory rights.

### **§ 12 Invalidity of examinations**

- (1) If an attempt at deception only becomes known after the examination procedure has been finished or after a degree certificate has been handed out, the examination board may correct the grades accordingly for those examination results where the candidate cheated and declare the examination failed in whole or in part. Grades based on the examination results may be revoked.
- (2) If the requirements for admission to an examination were not met, without the candidate having wanted to deceive, and if this fact only becomes known after the bachelor or master certificate has been handed out, this shortcoming is remedied by passing the examination. If the candidate wrongly obtained the admission with intent, the examination board shall decide on the legal consequences, duly heeding the Administrative Procedure Act for the state of North Rhine-Westphalia.
- (3) The incorrect certificate shall have to be retracted and re-issued if applicable. A decision according to subsection 1 and subsection 2 clause 2 shall be excluded after a period of seven years after the bachelor or master certificate was issued.

### **§ 13 Access to examination papers**

- (1) After completion of the examination procedure, the candidate is permitted access to his or her written examinations, the expert reports of the examiners and the examination records of the oral examinations on request.
- (2) The candidate should apply to the chairperson of the examination board for access within one month after the examination certificate was handed out or after the candidate was notified of the failed bachelor or master examination. § 32 of the Administrative Procedure Act for the state of North Rhine-Westphalia on restitutio in integrum shall apply accordingly. The chairperson decides on place and time of the access as well as the person in whose presence access shall be granted.
- (3) On request, access to the examination documents relating to a module examination shall already be granted to the candidate after the examination completing the module was taken.

### **§ 14 Appeal proceedings**

The examination board shall decide on any appeal against the assessment of an examination according to § 68 of the Administrative Procedure Act, § 110 sub. 2 no. 2 Law on the Judicial System of the state of North-Rhine Westphalia, based on a comment to be obtained from the persons involved in the assessment.

### **§ 15 Retention periods for examination documents**

Written examinations, examination verification reports, examination records and other examination documents of individual examinations shall have to be retained for two years,

final theses shall have to be retained for seven years from the announcement of the examination results according to § 28. In case of appeal or proceedings in contentious administrative matters on the result, this period begins with the day the examination decision becomes valid. Examination files of the graduates containing master data, performance records, essential information and expert reports on the final thesis or on the colloquy as well as the essential documents of the graduation, shall have to be retained for 50 years from the beginning of the final examination according to § 35 sub. 4.

## **II. Mentoring, discussion of students' current status of studies, modules requiring intensive support**

### **§ 16**

#### **Mentoring and discussion of students' current status of studies in bachelor programmes**

- (1) From the first semester mentoring organised by the respective faculty is provided in bachelor programmes. Mentors can be full-time teachers and/or research associates. In particular, mentoring sessions deal with any questions on choosing a programme, the organization of studies, individual time planning and planning students' learning, handling difficult situations and the preparation for work placements. It shall be documented that the mentoring session has taken place.

Mentoring can be made part of the curriculum by corresponding provisions in the Programme Examination Regulations and may carry credit points.

In addition, there is the possibility to integrate mentoring into existing modules by corresponding provisions in the Programme Examination Regulations. In this context, the participation in the mentoring programme can be made a prerequisite for admission to examinations in the corresponding module; in this case § 21 subsection 2 letter c) of these Regulations shall apply. Other forms to implement mentoring are left to the faculties.

- (2) In the second to third semester of bachelor programmes, students' current status of studies is discussed to provide programme-related advice on the course of studies so far and on any problems encountered as well as their solutions, possibly by participating in further consulting programmes. Regarding the possibilities of the faculties to integrate the discussion of students' current status of studies into the course programme, clauses 4 to 8 of subsection 1 shall apply accordingly.
- (3) In addition, the International Office holds individual, personal integration talks with all international students at the start of their third semester. In these talks the respective status of studies is discussed. Additionally, social consulting is to address any personal problems (e.g. with authorities or also financial issues). Proof of participation in these talks is a prerequisite to receive funding from the University of Applied Sciences and Arts Dortmund (Fachhochschule Dortmund).

### **§ 17**

#### **Bachelor programme modules requiring intensive support**

If modules in the bachelor programmes require particularly intensive support ("critical subjects"), these are identified in the Programme Examination Regulations. Within these modules additional offers are created in existing or accompanying courses which partially are preceded by placement tests to realise a differentiated course offer. Details are governed by

the Programme Examination Regulations.

### **III. Particular programme contents**

#### **§ 18 Key qualifications**

Integral part of the curricula of any bachelor programme are modules which, in whole or in parts, deal with obtaining key competences. If a student participated in an offer of the Careers Service on key competences, this will be recognised based on corresponding equivalence lists provided by the faculty.

#### **§ 19 Semesters abroad, work placement in Germany and abroad, practical semesters**

- (1) The curricula of the bachelor programmes shall have to be designed in a way which allows for mobility windows for the following activities:
  - semesters abroad,
  - work placements in Germany or abroad or
  - practical semesters in Germany or abroad.
- (2) Details are defined by the Programme Examination Regulations. In particular, these shall have to regulate the following for obligatory semesters abroad, work placements and practical semesters:
  - the credit points awarded for these,
  - the respective possible duration,
  - the proof of skills in the respective local language or of English language skills,
  - the requirements for admission, for semesters abroad at least the completion of a Learning Agreement,
  - the recognition procedure for the student's further studies.

### **IV. Examination elements of the module examinations**

#### **§ 20 Objective and form**

- (1) A module examination is an examination in a compulsory or compulsory elective module. In exceptional and duly justified cases it can be broken down into several partial examinations, in each of which knowledge on individual courses of the module is proven. The module examination serves to ascertain whether the candidate has mastered the contents and methods of the module in its fundamental contexts and whether he or she can apply the acquired knowledge and skills without further help. If a module examination consists of partial examinations, the duration of all partial examinations may normally not exceed the duration intended for the module examination.

- (2) The form, scope and requirements of the examinations shall have to be geared to the content of the modules. As a rule, a minimum of two months before an examination the examination board shall bindingly decide on the examiners and, in consultation with these, the form of examination, the examination modalities (duration) and, if the examination within one module consists of several individual pieces of work or a combination of different forms of examination, the weighting of the individual parts of the examination to each other. In addition, it identifies the modules in which the examinations during the course of the semester will remain valid for the repeated examination completing the semester if the respective module examination is failed (see § 10 sub. 2 clause 5).
- (3) Admissible forms of examination for module examinations completing the semester are mainly written examinations, also multiple-choice type examinations (§ 23), project-related work with documentation and their presentation with an oral examination (§ 24), oral examinations (§ 25), assignment papers and seminar presentations. The examination regulations of the degree programmes may provide for other forms of examination.
- (4) A module examination is considered passed if it has been graded at least “sufficient” (4.0) or “passed”. If a module examination consists of several partial examinations, it is considered passed if each partial examination has been graded at least “sufficient” (4.0) or “passed”. The grade of the module examination is calculated from the weighted arithmetic average of the grades of the individual partial examinations. The applicable Programme Examination Regulations define the weighting of the partial examinations according to the credit points. If a module examination is passed, the allocated credit points are considered obtained as well.
- (5) The examinations concluding a semester may be replaced in whole or in parts by examinations during the course of the semester. In these cases the module examination is considered passed if the parts of the module examination overall have been graded at least “sufficient” (4.0) or “passed” according to the weighting of the individual parts defined by the examination board.
- (6) In all forms of examination, examinations in which failing would result in the definitive failing of a module – apart from the possibility of the compensation of examination results according to § 10 sub. 4 shall have to be assessed by two examiners.

## **§ 21**

### **Admission to the module examinations**

- (1) Admission to a module examination is only possible for anyone who
  1. is enrolled in a course programme at the University of Applied Sciences and Arts Dortmund (Fachhochschule Dortmund), or who is admitted as a cross-registered student and who is not on leave. Students on leave may be admitted to retaking a failed module examination. In addition, students on leave can be admitted to a first attempt at an examination if the leave was granted to care for and bring up children as specified in § 25 sub. 5 of the Federal Education and Trainings Assistance Act (Bundesausbildungsförderungsgesetz) or to care for spouses, common law spouses or a direct-line relative or first-degree in-laws.
  2. have made fewer than three valid attempts at an examination in the same module or partial module in the chosen study programme, or in a study programme according to §8, subsection 1, clause 5 at Dortmund University of Applied Sciences and Arts (Fachhochschule Dortmund). The respective examination regulations of the study programmes can stipulate a higher number of attempts at examinations.

- (2) The Programme Examination Regulations may base the admission to the examination of a module in particular on the following additional prerequisites:
- a) successful completion of another module or other modules and / or
  - b) regular attendance of classes of a module
  - c) active participation in classes of a module.

An obligation to attend classes of a module regularly according to clause 1 letter b) may only be stipulated in classes of the type field trip, language class, work placement, exercise course or a comparable type of class. In these cases the examination regulations of the degree programme may only provide for regular attendance of the classes of a module if, due to the type of class and its intended learning objective, the attendance is suited to support or required to achieve the learning objective and if the learning objective cannot be achieved in any other way like self-study. Active participation in classes of a module according to clause 1 letter c) is also given in case of an irregular or even one-time attendance of the respective class. Active participation is documented by the examinations during the course of the semester. The respective classes have to be listed in the examination regulations of the degree programme or their annex. The necessity of compulsory attendance has to be justified in the module descriptions. These also define the details of organisation of compulsory attendance; § 22 sub. 5 (disadvantage compensation) shall apply accordingly. Attendance is documented with an attendance record kept by the responsible teacher.

- (3) The application for admission shall have to be submitted by the date set by the examination board via the online procedure “Online Services for Students – Registration for Examinations and Withdrawals” used by the University of Applied Sciences and Arts Dortmund (Fachhochschule Dortmund). Instead of a registration via the Online Services for Students the application can also be submitted in writing to the chairperson of the examination board. The application can be made for several module examinations at the same time if these module examinations are planned to be held within the same examination period or if the intended examination dates are at the beginning of the following semester at the latest. If in one module the module examination consists of several pieces of work according to § 20 sub. 5 clause 1, the application for admission only shall have to be made for the last piece of work of the module according to clause 1. If this application is not made, the examinations already taken in this module in the course of this semester cease to be valid by the end of the following semester at the latest. The Programme Examination Regulations may allow for stricter provisions.
- (4) The chairperson of the examination board shall decide on the admission, in case of doubt the examination board shall decide. As a rule, the decision on the admission is announced two weeks before the examination date, either electronically or via written notice.
- (5) Admission shall have to be denied if
- a) the prerequisites stated in subsection 1 are not met or
  - b) the candidate has failed the same or a comparable examination in Germany in the respective course programme or the final examination in the respective course programme for the final time. The examination regulations of the degree programme may extend this to degree programmes which are very similar in content to the previous degree programme. A high degree of similarity may be assumed if both at least 60 % of the subjects covered by the degree programme and the content of the examination are identical with those of the University of Applied Sciences and Arts Dortmund (Fachhochschule Dortmund).

- (6) Via the “Online Services for Students – Registration for Examinations and Withdrawals”, the student can withdraw from module or partial module examinations until one week before the examination date at the latest without this examination then counting towards the possible attempts at the examination. The Programme Examination Regulations may allow for other periods. Instead of a withdrawal via the Online Services for Students the application can also be submitted in writing to the examination board.

If individual pieces of work within a module have already been submitted during the course of the semester according to § 20 sub. 5 clause 1, these cease to be valid due to the withdrawal by the end of the following semester at the latest. The Programme Examination Regulations may allow for stricter provisions.

## **§ 22 Conduct of Examinations**

- (1) The examinations requirements and procedures shall be such that the entire final examination can be taken within the normal course duration.
- (2) The examinations shall have to be planned so that no courses have to be cancelled due to their timing. The examinations should be held within examination periods announced by the examination board at the beginning of the semester or towards the end of the previous semester. Examinations shall usually be held in German. In foreign-language degree programmes examinations shall in general be held in the respective foreign language. The examination board shall decide on exceptions.
- (3) The student will be notified of the respective examination date in time, as a rule two weeks before the beginning of the respective examination period, either electronically or by written notice.
- (4) On request, the candidate shall have to identify towards the examiner or vigilator by showing an official identity document or the “FH Card”.
- (5) If the candidate credibly proves, by medical certificate or in a different way, that he or she is not able to sit the whole or part of the examination in its intended form due to a long-term or permanent disability or chronic disease, the chairperson of the examination board shall have to grant the student the possibility on request to complete the equivalent examination in a different form. The examination board shall have to ensure that the examination conditions compensate any disadvantage for people with disabilities or chronic diseases if possible. In case of doubt, the chairperson of the examination board may request further evidence. Further details are set forth in a guideline on disadvantage compensation based on a guideline of the rector’s office.
- (6) For all pieces of work produced without supervision, in particular the final thesis, project work, presentations and written assignments, a written statement shall have to be provided stating that the student has produced the piece of work independently and without inadmissible help from others and that no other than the stated sources and aids were used and quotations were marked as such.

## **§ 23 Written examinations**

- (1) In written examinations, the students are intended to prove that they recognise problems from the respective module using common methods of this field of study and find the right way to a solution within a limited time and using only limited aids.
- (2) Written examinations will be invigilated. The examiner shall decide on the admission

of aids. The student will be informed of the admissible aids in time before the examination, either electronically or via written notice.

- (3) As a rule, the examination questions of a written examination are only set by one examiner. In cases justified by their subject matter, especially if several subject areas are being examined in a combined manner in a module examination, the examination question can also be set by several examiners. In this case, the examiners cooperate in advance to define the weighting of the proportion of the maximum number of points; notwithstanding the proportions and their weighting, each examiner assesses the entire written examination. In variation of this, the examination board may stipulate due to the special character of a subject that each examiner shall only award points for that part of the written examination which corresponds to their subject matter. If clauses 2 and 3 apply, the grade will be agreed jointly by the examiners based on the achieved number of points.
- (4) As a rule, a written examination shall have to be assessed by one examiner, unless § 20 sub. 6 applies.
- (5) The assessment of the written examinations is announced six weeks after the examination at the latest, either electronically or via written notice.
- (6) Written examinations may, in full or in part, be multiple choice tests. In these, candidates have to answer questions asked in written or electronic form by stating the answer considered appropriate from a catalogue of given alternative answers, under invigilation.
- (7) When using multiple choice test, the examination tasks shall have to be developed by two examiners. Examiners and second examiners stipulated according to § 20 sub. 6 cooperate in setting the examination questions in the multiple choice test, the given alternative answers and the assessment scheme. The assessment of correctly answered examination questions may not be worse because other questions were not answered at all. The multiple choice examination questions shall have to be adapted to the knowledge and qualifications taught in the respective module and allow reliable examination results. They shall have to be phrased understandably and unambiguously. The correct solutions shall have to be recorded in writing and electronically. A sample solution shall have to be provided.
- (8) The assessment of a multiple choice examination shall have to contain the following details:
  1. the maximum number of points and the number of points actually achieved by the candidate;
  2. the required minimum number of points (pass mark).
- (9) When assessing multiple choice tasks, remarks and texts discussing the questions and questioning answer alternatives or saying that these are partly right and partly wrong shall not be taken into consideration as a general rule. Notes, drafts or intermediate calculations which are entered in the task or which are submitted as a solution shall not be taken into consideration.
- (10) When assessing the multiple choice examinations of all candidates, examiners shall have to pay special attention to possible indications that a question was incorrectly phrased if there is a high frequency of incorrect answers to certain examination questions. If it becomes obvious after the examination has been conducted that individual questions or answer alternatives are incorrect, the affected examination questions are considered as not having been set. The number of examination tasks is reduced accordingly; the assessment shall have to be based on the reduced number of tasks. The reduction of examination tasks must not be to the candidates' disadvantage.

- (11) For the assessment of the candidates' solutions to multiple choice tasks, the use of a corresponding soft- or hardware is admissible. Only solutions unambiguously marked in the provided spaces will be assessed.
- (12) For the students' review of their examinations a sample solution for the multiple choice tasks and the assessment scheme shall have to be provided.
- (13) The Programme Examination Regulations may provide further limitations and additions for the conduct of a multiple choice examination.
- (14) Upon written application of the students registered for the examination by the end of the registration period, a written examination can be anonymised. Before the corresponding examination each participant will receive an identification number valid only once, which serves for their identification. It will be ensured that the allocation of the identification numbers to the individual students will be kept confidential until the announcement of the results. An application shall have to be submitted to the examination board within the registration period. The examination board shall decide upon the application.

## **§ 24 Project-related work**

- (1) In project-related work, the students are intended to prove that they recognize problems from the respective module using common methods of this field of study and find the right way to a solution within a limited time.
- (2) The tasks of any project-related work are set and assessed by an examiner according to § 7 sub. 1 clause 2. The oral examination by way of a presentation is held and assessed by the examiner, involving an expert observer (§ 7 sub. 1 clause 4), who also assesses the project-related work.

In cases justified by their subject matter, especially if several subject areas are being examined in a combined manner in a module examination, the examination question can also be set by several examiners. In this case, the examiners cooperate in advance to define the weighting of the proportion of the maximum number of points; notwithstanding the proportions and their weighting, each examiner assesses the entire project-related work. In variation of this, the examination board may stipulate due to the special character of a subject that each examiner shall only award points for that part of the project-related work which corresponds to their subject matter. If clauses 3 and 4 apply, the grade shall be agreed jointly by the examiners based on the achieved number of points.

- (3) The candidate shall have to be informed of the assessment of the project-related work immediately after the related oral examination.

## **§ 25 Oral examinations**

- (1) As a rule, oral examinations are held by one examiner in the presence of an expert observer (§ 7 sub. 1 clauses 3 and 4) or by several examiners (examination by a panel of examiners) as a group examination or an individual examination; if § 20 sub. 6 applies, always as a group examination. Each candidate will always only be examined by one examiner in one examination subject. Before the grade is determined, the examiner shall have to hear the observers or the other examiners. The observers do not have the right to ask questions. In cases justified by their subject matter, especially if several subject areas are being examined in a combined manner in a module

examination, the examination can also be held by several examiners. Each examiner shall only examine their own subject area. In this case, the examiners cooperate to define the weighting of the proportions before the examination begins; § 23 sub. 3 clause 4 shall apply accordingly for the assessment and the passing of the examination.

- (2) In justified exceptional cases, oral examinations can be held as video conference examinations. The chairperson of the examination board shall decide upon such exceptional cases. The candidate should be in the same room as an examiner or an invigilator appointed by the examination board. The examiners shall have to ensure that this type of examination does not allow for any additional possibilities for fraudulent behaviour. The examination record records the type of examination.
- (3) The main subjects and results of the examination, in particular the decisive facts for grading, shall have to be recorded by the observer in the examination records. The candidate shall have to be informed of the results of the examination promptly.
- (4) Students who want to submit themselves to the same examination in a later examination period will be admitted as audience members if local circumstances allow this, unless a candidate has objected when registering for the examination or an examiner has objected. The admission does not include the consultation and the announcement of the result of the examination.

## **§ 26**

### **Examinations by way of assignment papers and seminar presentations**

- (1) Assignment papers and seminar presentations are intended to ascertain the candidate's ability to work on a task independently within a given period, using scientific and subject-related practical methods, in writing or using other media and, in case of a seminar presentation, also to present these. The subject and the scope are defined by the examiner. If the candidate is proven to be unable to finish the assignment or presentation for health reasons during the time provided for working on it, the submission date for the work may be changed. The candidate shall have to be informed of the assessment at the latest six weeks after the submission date agreed.
- (2) Assignment papers and seminar presentations are assessed by only one examiner, unless there is a case of § 20 sub. 6.
- (3) The decisive facts for the assessment of the presentation shall have to be recorded.
- (4) Assignment papers and seminar presentations may also be allowed to be submitted by a group, if the contribution of the individual candidate can be clearly identified and assessed based on unambiguous, objective differentiation criteria.

## **§ 27**

### **Bonus points for work during the course of a semester**

The assessment of a module examination can be improved by assessable work supplied during the course of a semester if this is offered for a course. The assessment points achieved in the examination shall be increased by the assessment points achieved in the work during the course of the semester and the increased number of points is used for the assessment. A maximum of one third of the assessment points required to pass may be achieved with the work during the course of the semester. The assessment points from work during the course of a semester can only be credited until the examination period of the following semester begins. The examination board, in consultation with the examiners, bindingly defines the manner and scope of work during the course of the semester at the

beginning of each semester. Such work supplied during the course of a semester does not constitute pieces of work as defined by § 21 sub. 2 clause 1 letter b) or c). For this reason attendance is not obligatory for the student.

## **V. Final thesis**

### **§ 28**

#### **Bachelor thesis and master thesis**

- (1) The final thesis (bachelor or master thesis) is intended to show that the candidate is capable to work independently on a task from their subject matter both in subject-related detail as well as in a cross-disciplinary context, using scientific and common methods from this field of study within a limited time.
- (2) For the final thesis the candidate may suggest an examiner as well as the topic to the examination board. If possible, the candidate's suggestions are to be taken into account.
- (3) The final thesis is supervised by an examiner appointed by the examination board according to § 7 sub. 1 who should be a full-time teacher. Upon the candidate's application, the examination board may also appoint an honorary professor or an assistant lecturer as the supervising tutor according to § 7 sub. 1, if it is evident that the planned topic of the final thesis cannot be supervised by a responsible full-time teacher of that subject.
- (4) With the consent of the chairperson of the examination board, the final thesis can be conducted in an institution outside the University of Applied Sciences and Arts Dortmund (Fachhochschule Dortmund), if it can be supervised sufficiently.
- (5) The final thesis may also be submitted by a group, if the contribution of the individual candidate can be clearly identified and assessed based on unambiguous, objective differentiation criteria and meets the requirements according to subsection 1.

### **§ 29**

#### **Admission to the final thesis**

- (1) Upon application, admission to the final thesis can be granted to anyone who has passed the required examinations stated by the respective Programme Examination Regulations.
- (2) The application for admission shall have to be in writing and shall have to be addressed to the chairperson of the examination board. The application shall have to include the following documents unless they have already been provided:
  1. the documents proving the admission requirements stated in the respective Programme Examination Regulations;
  2. a statement on whether the candidate has already not or definitely not passed a final thesis or the final examination in an identical or comparable degree programme.

A statement should be included indicating which examiner is willing to supervise the final thesis. If the candidate does not suggest a topic, the chairperson of the examination board shall ensure that the candidate is given a topic.

- (3) Until the decision of the application for admission is announced, the application may be revoked in writing without counting towards the number of possible attempts at the examination.
- (4) The chairperson of the examination board shall decide on the admission, and in cases of doubt the examination board. Admission shall have to be denied if
  - a) the requirements according to subsection 1 are not met, or
  - b) the documents according to subsection 2 are incomplete, or
  - c) in the same course programme in Germany a corresponding final thesis of the candidate, taking into account the possibility to retake the examination, has been graded “inadequate” (5.0) or the candidate has definitely not passed the final thesis.
- (5) The candidate shall receive a confirmation of the admission electronically via the ODS or in writing.

### **§ 30**

#### **Assignment and work on the final thesis**

- (1) The topic of the final thesis is set by the supervisor (§ 28 sub. 3). The topic of the final thesis is assigned by the chairperson of the examination board. The date of assigning the topic shall have to be recorded. If the candidate does not accept the topic within three months after the date for this assignment set by the examination board, the topic shall cease to be applicable for the candidate.
- (2) As a rule, the candidate shall be given between ten and twelve weeks to work on the bachelor thesis (time from the assignment to submitting the final thesis) if he or she works on it without interruption and exclusively. For a master thesis, this time shall amount to a minimum of twelve and a maximum of 24 weeks. Details are ruled by the respective Programme Examination Regulations.
- (3) The concrete amount of time to work on the final thesis shall be defined by the chairperson of the examination board at the suggestion of the supervisor of the final thesis. The candidate shall be notified of this time in writing upon the assignment of the topic.

As an exception, the chairperson of the examination board can extend this period once by up to four weeks upon a justified, written application submitted before the expiry of the period. The supervisor should be heard with regard to the application. In addition, the deadline for the submission of the final thesis may be changed in case of the candidate’s inability to work on the thesis due to a proven illness.

- (4) The topic of the final thesis may only be returned once and only within the first four weeks of working on it without stating any reason. If the examination is re-taken according to § 10 sub. 3 the return is only admissible if the candidate made no use of this possibility when working on his or her first final thesis.
- (5) In case of a prolonged or permanent physical disability or chronic illness of the candidate or in case of unavoidable events relating to his or her care of duty § 22 sub. 5 shall apply accordingly.

### **§ 31**

#### **Submission of the final thesis**

- (1) The final thesis shall have to be submitted on suitable media within the time limit. The time of the submission shall have to be recorded, if the thesis is delivered by post, the

time of posting shall be decisive. If the final thesis is not submitted within the time limit, it shall be deemed as having been assessed “inadequate” (5.0) according to § 11 sub. 1 letter c).

- (2) Upon submission of the final thesis the candidate shall confirm in writing that he or she has carried out any work independently – in case of group work his or her accordingly marked part of the work – and that he or she has used no other than the stated sources and aids and duly marked any quotations as such.
- (3) A summary of the main contents and results of the final thesis (abstract) can be demanded by the respective Programme Examination Regulations.

### **§ 32 Colloquy**

- (1) The colloquy complements the final thesis. It serves to ascertain whether the candidate is able to orally present and independently justify the results of the final thesis, its subject-related and methodical principles, its cross-disciplinary correlations and its references to other subjects and to assess their practical significance. It should include a discussion of the work on the topic of the final thesis with the candidate. The Programme Examination Regulations define whether the colloquy and the final thesis constitute two independent pieces of work or whether they make up a joint piece of work.
- (2) The candidate can only be admitted to the colloquy if
  1. the requirements stated in § 29 sub. 1 for the admission to the final thesis are proven;
  2. all module examinations have been passed;
  3. for the case that
    - a) final thesis and colloquy were assessed individually, the final thesis was graded at least “sufficient” (4.0);
    - b) it is established that, after assigning an overall grade after the result of the final thesis and weighting according to § 33 sub. 1 clause 2 in conjunction with the respective Programme Examination Regulations, that the overall grade “sufficient” (4.0) can be achieved with the colloquy.

The application for admission shall have to be addressed to the chairperson of the examination board. The application shall have to include documents proving the requirements stated in clause 1 unless they are already available to the examination board. In addition, a statement about previous attempts at sitting the colloquy shall have to be submitted as well as a statement whether the candidate objects the admission of an audience. The candidate can already apply for the admission to the colloquy when registering for the final thesis (§ 29 subs. 1 and 2); in this case the admission to the colloquy is effected as soon as all required evidence and documents are available to the examination board. For the admission to the colloquy and its refusal § 29 sub. 4 shall apply in all other respects.

- (3) The colloquy is held as an oral examination, in which the candidate shall have to provide a comprehensive oral presentation on contents and results of the final thesis. For this presentation all the usual presentation media may be used. The colloquy is jointly held by the examiners appointed for the final thesis unless a third examiner has been appointed by the examination board according to § 33 sub. 3.

The colloquy usually has a duration of thirty minutes. The respective Programme Examination Regulations may specify this in more detail. For the rest, the applicable regulations for oral module examinations shall apply for the conduct of the colloquy,

with all examiners having the right to ask questions and the result being announced immediately after the end of the examination.

### **§ 33**

#### **Assessment of the final thesis and the colloquy**

- (1) According to the provisions of the Programme Examination Regulations, the final thesis and the colloquy are assessed jointly by calculating an overall grade or as independent pieces of work with individual grades. If the thesis and the colloquy are considered a joint piece of work, the Programme Examination Regulations shall have to define the proportionate weighting of final thesis and colloquy in percent to calculate the overall grade. If the candidate is not admitted to the colloquy according to § 32 sub. 2 no. 3b, the final thesis with the associated colloquy is considered to be graded “inadequate” (5.0).
- (2) The final thesis and the colloquy shall have to be assessed by two examiners. One of the examiners should be the supervisor of the final thesis. The second examiner is appointed by the examination board; if § 28 sub. 3 clause 2 applies (honorary professor, assistant lecturer), the second examiner shall have to be a professor.
- (3) If the assessment by the examiners does not conform, the overall grade or the individual grades of final thesis and colloquy are calculated from the arithmetic average of the individual assessments according to § 9 sub. 4. If the difference in the assessment of the final thesis is 2.0 or higher or if this is foreseeable if an overall grade is calculated, the examination board shall appoint a third examiner; for the assessment and the following procedure the following shall then apply:
  - a) If individual grades for final thesis and colloquy are calculated, the grade for the final thesis results from the arithmetic average of the two better individual grades. However, the thesis can only be graded “sufficient” or better if at least two of the grades are “sufficient” (4.0) or better. The colloquy will be held by the examiners whose individual assessments were used to calculate the grade of the final thesis.
  - b) If an overall grade is calculated for final thesis and colloquy, the overall grade results from the arithmetic average of the two better individual grades. However, the thesis can only be graded “sufficient” or better if at least two of the grades are “sufficient” (4.0) or better.
- (4) All assessments shall have to be justified in writing. In case of a separate assessment of the final thesis, the candidate shall be notified eight weeks after submission of the final thesis at the latest whether it has been passed. For the final thesis and the colloquy credit points are awarded according to the respective Programme Examination Regulations.

## **VI. Final examination, certificates, records**

### **§ 34**

#### **Result of the final examination**

- (1) The final examination is passed, if all required module examinations according to § 20, the final thesis according to § 28 and the colloquy according to § 32 have been graded at least “sufficient” (4.0) or “passed”.

- (2) The final examination is not passed if one of the pieces of work stated in subsection 1 is definitely graded “inadequate” (5.0) or “failed” or is considered graded accordingly and compensation according to § 10 sub. 3 is not possible. A notification of the failed final examination shall be issued which includes information about the candidate’s statutory rights. Upon application, the chairperson of the examination board shall issue a record of all study achievements and pieces of work submitted after ex-matriculation.
- (3) If the candidate takes more than the prescribed number of examinations in the compulsory elective modules, the examinations with the best assessments shall be considered for the grade for this module, unless the candidate specifies a different order towards the examination board in writing, at the latest when applying to be admitted to the colloquy. The modules not considered can be included in the certificate according to § 36.

### **§ 35**

#### **Certificate, Overall Grade, Diploma Supplement, Transcript of Records**

- (1) A certificate on the passed final examination shall be issued immediately, if possible within four weeks after the colloquy. The certificate includes details on the course programme, the names of the modules and their grades, the topic and the grade of the final thesis with the colloquy as well as the overall grade of the final examination. The certificate also lists the credit points obtained. Pieces of work according to clause 2 submitted at another university and recognised according to § 8 shall have to be marked as such on the certificate.
- (2) The overall grade of the final examination is calculated according to § 9 sub. 4 from the weighted average of the individual grades stated in subsection 1. The respective Programme Examination Regulations shall determine the weighting of the individual grades.
- (3) If the requirements according to the general guidelines of the University of Applied Sciences and Arts Dortmund (Fachhochschule Dortmund), are met, the overall grade based on the ECTS Grade will be calculated in addition to the overall grade following the German grading system, and specified in the certificate according to subsection 1 and in the diploma supplement according to subsection 5.

To determine the ECTS grade the following allocations are to be used:

- Grade A: the top 10% examinees,
  - Grade B: the following 25%,
  - Grade C: the following 30%,
  - Grade D: the following 25%,
  - Grade E: the remaining 10%.
- (4) The certificate shall have to be signed by the chairperson of the examination board. It shall bear the date on which the last examination was passed.
  - (5) In addition, a diploma supplement in English bearing the date of the certificate will be issued. The diploma supplement contains additional information on the course programme, the qualifications obtained with the degree as well as the issuing university and is signed by the chairperson of the examination board.
  - (6) Additionally, a transcript of records in English on all study achievements and pieces of work submitted is issued. The transcript of records includes the names of the modules or courses and their duration in semesters as well as the grades and credit points.

### **§ 36 Additional modules**

The candidate can subject to module examinations in more than the modules prescribed as well as, upon application, in modules of other course programmes of the University of Applied Sciences and Arts Dortmund (Fachhochschule Dortmund) (additional modules). Upon application, the result of these module examinations is included in the certificate but is not considered in the calculation of the overall grade.

### **§ 37 Bachelor's and Master's Certificate**

- (1) Based on the passed final examination the candidate will receive a degree certificate (Bachelor's or Master's Certificate). This certifies that the Bachelor's degree or Master's degree has been awarded according to § 2 sub. 4.
- (2) The degree certificate bears the date of the certificate (§ 35 sub. 4). It states the course programme. The degree certificate is signed by the rector of the University of Applied Sciences and Arts Dortmund (Fachhochschule Dortmund), and is sealed with the seal of University of Applied Sciences and Arts Dortmund (Fachhochschule Dortmund).

## **VII. Final provisions**

### **§ 38 Entry into force\*, publication, transitional periods**

- (1) These statutes are published in the Official Notes – Official Journal – of the University of Applied Sciences and Arts, Fachhochschule. They enter into force with their publication in the Official Notes.
- (2) Programme Examination Regulations existing at the date of entry into force shall have to be replaced by Regulations according to § 1 sub. 2. They are – unless new regulations have already entered into force – annulled as part of the reaccreditation process of the respective course programme.

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\* This regulation refers to the entry into force of the General Examination Regulations in the original version of 20th August 2013. The dates of entry into force of the amendments result from the new publication in the preceding paragraph the amendment order referred to above. The present notice contains the version of the Framework Examination Regulations in force on 16th July 2015.